

## **4167-6-02 Log and summary of work-related injuries and illnesses.**

(A) Each employer shall, except as provided in paragraph (E) of this rule, maintain for each establishment a log and summary of all work-related injuries and illnesses for that establishment.

(B) For the purposes of this rule, the log and summary shall be the PERRP form no. 300P/300AP or equivalent. To be accepted as an acceptable alternative, the records must contain at least the same information contained on PERRP form no. 300P/300AP and be as readable and comprehensible to a person not familiar with PERRP form no. 300P/300AP.

(C) The log and summary shall be completed in the detail provided in the forms and instructions on PERRP form no. 300P/300AP or equivalent, and shall meet the recording guidelines and instructions issued by the U.S. department of labor's bureau of labor statistics. For purposes of this rule, the exemptions referred to in the instructions issued by the U.S. department of labor's bureau of labor statistics do not apply to public employers defined in rule 4167-1-01 of the Administrative Code. The effective date for the PERRP log and summary form 300P/300AP shall begin no later than January 1, 2005.

(D) Each recordable injury and illness must be entered on the log and summary as early as practicable but no later than six working days after receiving information that a recordable injury or illness has occurred.

(E) A public employer may maintain the log of work-related injuries and illnesses at a place other than the establishment or by means of data processing equipment, or both when:

(1) There is available at the place where the log is maintained sufficient information to complete the log within six working days after receiving information that a recordable case has occurred, as required by paragraph (D) of this rule.

(2) At each of the employer's establishments, there is available a copy of the log which reflects separately the injury and illness experience of that establishment which is kept complete and current on a quarterly basis.

Effective: 2/15/09

Prior Effective Dates: 7/1/94, 11/15/96